



SCHOOL BOARD ACTION REPORT

DATE: May 8, 2018
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Teresa Fields, Director, Nutrition Services
trfields@seattleschools.org, 2006-252-0685
Pegi McEvoy, Assistant Superintendent of Operations
pmcevoy@seattleschools.org, 206-252-0102

For Introduction: May 23, 2018
For Action: June 6, 2018

1. TITLE

City of Seattle Project Services Contract Office of Superintendent of Public Instruction/United States Department of Agriculture (OSPI/USDA) Summer Food Service Program

2. PURPOSE

This board action would provide meal and delivery services to approximately 4,000 vulnerable youth during the summer, through an agreement with the City of Seattle.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a contract with the City of Seattle in the amount of \$732,585.00, to provide breakfast, lunch and afternoon snacks for the City of Seattle's Office of Superintendent of Public Instruction/United States Department of Agriculture Summer Food Service program, with any minor additions, deletions, and modifications deemed necessary by the Superintendent and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

a. Background

The City of Seattle, as a participant in the U.S. Department of Agriculture's Summer Food Service Program, is purchasing from the District prepared and delivered, breakfast, lunch and afternoon snacks for children participating in the program. Free and nutritious meals are provided to low-income children and youth ages 1-18 in community locations in Seattle and parts of King County during the summer of 2018. The District will deliver meals to sites as arranged; delivery will not be provided to all locations. The District is prepared to supply 55,000 breakfasts, 150,000 lunches and 57,000 snacks during the nine weeks that the program operates during the summer.

Seattle Public School's Nutrition Services Department has been the food services contractor supporting the Summer Food Service needs of the City of Seattle since the early 70's. The execution of this contract provides summer employment opportunities for a number of Nutrition

Services employees and additionally supports the continuation of providing nutritious meals to vulnerable and food insecure youth around Seattle.

b. Alternatives

No alternatives have been identified due to funding limitations.

If the contract is not approved, the most vulnerable students in the City of Seattle will not have access to meals during the summer.

c. Research

Providing meals during the summer is an effective way to combat food insecurities. This program will help to ensure that no child goes hungry in the summer.

5. FISCAL IMPACT/REVENUE SOURCE

There will be no fiscal impact to this action.

Net revenue is dependent on the total meals ordered which is subject to change throughout the 9 week summer program. It is anticipated that department expenses will be fully met based on the per meal reimbursement rate established as part of this contract.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Seattle Public School's Nutrition Services Department has been the food services contractor supporting the Summer Food Service needs of the City of Seattle since the early 70's. The execution of this contract provides summer employment opportunities for a number of Nutrition Services employees and additionally supports the continuation of providing nutritious meals to vulnerable and food insecure youth around Seattle.

7. EQUITY ANALYSIS

This program coordinated by the City of Seattle specifically targets areas of the city with the most vulnerable children. The Equity Analysis Tool kit was not run for this contract but it does support our mission that students have equitable access to food throughout the year.

8. STUDENT BENEFIT

Accepting the contract with the City of Seattle to provide breakfast, lunch and afternoon snacks during the summer has the potential to affect the nutritional needs of appropriately 4,000 vulnerable children who reside in the City of Seattle. Nutrition Services additionally relies on the revenue generated from this agreement to support its overall food service program. Providing uninterrupted meal services to vulnerable and food insecure youth ensures during the summer months that quality meal services are provided to them once the school year has concluded.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

Per Policy No. 6220, Procurement, contracts exceeding \$250,000 must be brought before the School Board for approval. Policy No. 6220 applies to all contracts and agreements where the district receives funds, expends funds, or commits time and resources, whether they are paid from operating funds, capital funds, grants, ASB funds or other services.

11. BOARD COMMITTEE RECOMMENDATION

The motion to accept the contract with the City of Seattle was discussed at the Operations Committee meeting on May 10, 2018.
The committee reviewed the motion and moved this item forward to the full board for approval.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, Seattle Public Schools' Nutrition Services Department will work with the City of Seattle to coordinate the summer food service needs with a start date the week of June 26, 2018.

13. ATTACHMENTS

- 2018 draft summer food contract from the City of Seattle.



Contract/Amendment Processing for HSD Service Agreements

Contract between the City of Seattle and Seattle School District

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

Teresa Fields
Director of Nutrition Services
trfields@seattleschools.org

City of Seattle Project Services Contract Office of Superintendent of Public Instruction/United States Department of Agriculture (OSPI/USDA) Summer Food Service Program.

The Seattle School Districts Nutrition Services department will provide summer meals for the City of Seattle June 27, 2018 through August 24, 2018.



City of Seattle

Jenny A. Durkan, Mayor

Human Services Department
Jason Johnson, Interim Director

Contract/Amendment Processing for HSD Service Agreements

Enclosed are two copies of the contract between your agency and the City of Seattle Human Services Department (HSD).

The contract should be signed and dated on the signature page. Keep the signed contract stamped "COPY" for your file and return the signed contract stamped "ORIGINAL" to:

Human Services Department
Attn: Contracts Unit/Jacqueline Tabor
700 5th Avenue, Suite 5800
PO Box 34215
Seattle, WA 98124-4215

Should you have any questions concerning the content of the enclosed contract, about the forms, or about the contract processing procedures, please contact your Program Specialist, **Javier Pulido**, at javier.pulido@seattle.gov or (206) 615-0997.

Enclosures



City of Seattle

Human Services Department

700 5th Avenue, Suite 5800
PO Box 34215
Seattle, Washington 98124-4215
(206) 386-1001

PROJECT SERVICES AGREEMENT

PROJECT NAME: OSPI/USDA Summer Food Service Program

FUND SOURCES: HSD General Fund, SFSP Summer Food Service Program-OSPI (CFDA #10.559)

This Project Services Agreement ("Agreement") is made between The City of Seattle (hereinafter "City"), acting through its Director of the Human Services Department (hereinafter "Director"), and **Seattle School District #1** (hereinafter "Agency").

Except as otherwise specifically provided for herein, this Agreement shall be subject to the terms and conditions of the Master Agency Services Agreement between the Agency and the City. The Master Agency Services Agreement is signed by the Agency and the City with original signature copies maintained by both parties. The provisions of the Master Agency Services Agreement are incorporated herein by this reference.

In consideration of the mutual covenants, promises and consideration set forth in this Agreement, the parties agree as follows:

I. SERVICES RENDERED

Section 100. Term and Scope of Services

Throughout the term of this Agreement, which shall begin on **June 7, 2018** and terminate on **October 1, 2018**, the Agency shall provide the City with the scope and range of services directed to the attainment of the goals, milestones and performance commitments described in the exhibits attached hereto. Such services shall at all times be provided on a basis satisfactory to the Director, and shall at a minimum be consistent with the goals and objectives set forth in Exhibit A-1 and the minimum performance standards set forth in Exhibit A-2, both of which exhibits are attached hereto and incorporated herein by this reference.

II. PAYMENT, RECORDS, AND OTHER CONDITIONS

Section 200. Payment

The City shall compensate the Agency according to the Contract Budget and Payment attached as Exhibit B for satisfactory performance of the scope and range of services identified in the attached exhibits; provided, however, that in no event shall the total compensation provided to the Agency by the City hereunder exceed the sum of **Seven Hundred Thirty Two Thousand Five Hundred Eighty Five Dollars (\$732,585.00)**.

Section 210. Excess Payment

If the City's total compensation to the Agency under this Agreement exceeds Agency's actual final cost of Agency's performance by either 10% or more than \$10,000, the City may unilaterally require the Agency to either 1) reimburse the City that amount of City payment in excess of 10% or \$10,000 of actual program expenditures, whichever is less, or 2) require that the Agency submit a plan stating how such excess City payments will be applied to program purposes (which plan must be approved in writing by the City and will include a report or reports on the use of such payments). The City will make all final decisions regarding how excess payment will be treated under this Section. The "actual final cost of Agency's performance" will be determined by the final program expenditure report. All payments to the Agency under this Agreement will be included in the total compensation amount subject to adjustment under this Section.

Section 220. Reports and Information

The Agency shall timely furnish the City with (a) the reports and other information required under the Goals and Objectives attached as Exhibit A-1 and the Reporting Requirements attached as Exhibit A-3; and (b) such other reports and information as may be requested by the Director related to this Agreement or the services provided hereunder with Program funds, including statements and data demonstrating the effectiveness of the services provided in achieving the goals and objectives set forth in Exhibit A-1, Goals and Objectives. The City may withhold payments otherwise due to the Agency pending timely delivery of all such reports and information.

Section 230. Termination and Suspension

- A. For Cause: The City may terminate a Project Services Agreement if the Agency is in material breach of any of the terms of this Agreement, and such breach has not been corrected to the City's reasonable satisfaction in a timely manner.
- B. For Reasons Beyond Control of Parties: Neither the City nor the Agency shall be deemed in default nor be liable for damages arising from its failure to perform its obligations under any Agreement if performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature; war or warlike operation; civil commotion; riot; labor dispute including strike, walkout, or lockout, except labor disputes involving the Agency's own employees; sabotage; or superior governmental regulation or control. If either party is rendered wholly or partly unable to perform its material obligations under this Agreement for reasons described under this subsection for a period of time exceeding thirty (30) days, then either party may terminate this Agreement upon written notice to the other.
- C. Loss of Funds: In the event that for any reason federal, state or local funds allocated to or by the City for services contracted under a Project Services Agreement are or become no longer available to the City for the purpose of conducting the program/project or compensating the Agency, the City may suspend without recourse the Agency's obligation to render services to the City and the

City's obligation to pay for further services, by providing written notice to the Agency specifying the effective period of such suspension.

- D. For City's Convenience: The City may terminate a Project Services Agreement at any time, without cause and for any reason including the City's convenience, upon written notice to the Agency.
- E. Notice: Notice of termination shall be given by the party terminating this Agreement to the other not less than five (5) business days prior to the effective date of termination.
- F. Actions upon Termination: In the event of termination not the fault of the Agency, the Agency shall be paid for the services properly performed prior to termination, together with any reimbursable expenses then due, but in no event shall such compensation exceed the maximum compensation to be paid under the Project Services Agreement. The Agency agrees that this payment shall fully and adequately compensate the Agency and all subcontractors for all profits, costs, expenses, losses, liabilities, damages, taxes, and charges of any kind whatsoever (whether foreseen or unforeseen) attributable to the termination of the Project Services Agreement.

III. SPECIAL CONDITIONS

Section 300.

The Agency shall comply with the following Special Conditions:

In all communications with members of the public relating to work funded by the Sweetened Beverage Tax, the Agency shall include the following funding acknowledgment statement: "This work is supported by funding from the City of Seattle Sweetened Beverage Tax."

IV. SIGNATURES

Section 400. Entire Agreement

This Agreement consists of seven (7) sections, including any Special Conditions referenced in Section 300, together with the following attached exhibits (including the Master Agency Services Agreement on file between the Agency and the City), all of which shall be maintained by the City and subject to review by the Agency. This Agreement, the Master Agency Services Agreement and the exhibits set forth below contain the entire Agreement of the parties:

- EXHIBIT A-1, GOALS AND OBJECTIVES
- EXHIBIT A-2, PERFORMANCE STANDARDS
- EXHIBIT A-3, REPORTING REQUIREMENTS
- EXHIBIT B, BUDGET AND PAYMENT

IN WITNESS WHEREOF, the parties have executed this Agreement by having their representatives affix their signatures below.

AGENCY

THE CITY OF SEATTLE

By or on behalf of

By or on behalf of

Larry Nyland

Name (Typed)

Jason Johnson

Name (Typed)

**Superintendent,
Seattle School District #1**

Title

**Interim Director,
Human Services Department**

Title

Date

Date

P.O. Box 34165
MS: 33-182

Address

Seattle, WA 98124-1165

City, State, Zip Code

(206) 252-0730

Phone Number (Include Area Code)

superintendent@seattleschools.org

E-Mail Address (Required)

EXHIBIT A-1 GOALS AND OBJECTIVES

INTRODUCTION

The mission of the Human Services Department (HSD) is to connect people with resources and solutions during times of need. HSD lives out its mission, as one of the largest contributors to Seattle's safety net. HSD is responsible for providing \$89 million in contracts to more than 170 community-based human service providers that support the city's most vulnerable each year. Through the lens of equity, HSD supports programs, initiatives, and policies that address six key platforms:

1. Preparing youth for success
2. Supporting affordability and livability
3. Addressing homelessness
4. Promoting Public Health
5. Responding to Gender-Based Violence
6. Promoting Healthy Aging

The Youth and Family Empowerment (YFE) division of HSD is dedicated to making investments for children, youth, young adults, and their families. Investments are directed to meet the Division's impact priority that youth and young adults transition successfully into adulthood. In order to achieve this goal YFE prioritizes services in the following areas:

1. Youth & Young Adult Employment & Post-Secondary Education
2. Affordable Living
3. Family Support
4. Community Safety
5. Food & Nutrition
6. Youth Development & Education
7. Mental & Behavioral Health

HSD's investment in the OSPI/USDA Summer Food Service Program is part of a larger proactive, seamless service system investment that helps meet the basic needs of our community's most vulnerable residents and that helps people become and remain independent.

PROGRAM DESCRIPTION

A. Service/Program Model

The City of Seattle, as a participant in the U.S. Department of Agriculture's Summer Food Service Program, is purchasing the preparation and delivery of breakfast, lunch and snack for children participating in the Summer Food Service Program. Free and nutritious meals are provided to low-income children and youth ages one to 18 in community locations in Seattle and parts of King County during the summer of 2018. The Seattle School District will deliver meals to sites as arranged; delivery will not be provided to all locations.

The Agency shall be prepared to supply approximately 55,500 breakfasts, 150,000 lunches and 57,000 snacks between June 26, 2018 and August 24, 2018, or as mutually agreed upon, but not to exceed 42 days excluding the Independence Day holiday (observed Wednesday, July 4th), Saturdays, and Sundays. The meals shall meet the nutritional guidelines set by the U.S. Department of Agriculture (USDA).

The City will order the meals daily, as well as provide estimates one week in advance. The weekly order may vary substantially from the figures given as daily averages. The City reserves the right to increase or decrease the number of meals ordered for any particular day, by as much as 10% with 48 hours notice. When there is less than a 10% change, the order must be placed by 1:15 p.m. the day before.

B. Participant Eligibility Requirements

1. Low-income children and youth ages one to 18 years of age;
2. At least 50% of the local children and youth are eligible for free or reduced-price meals;
3. At least 50% of the enrolled children and youth in a specific program are eligible for free or reduced-price meals.

C. Program Regulations and Guidelines

1. The Agency shall be responsible for all aspects of food purchasing and preparation. The City will monitor the performance of the meal supplier and the quality of the meals.
2. The Agency shall follow menus agreed upon in this contract, with provision for making changes that are mutually agreed upon. The menus will include an appealing variety of foods that meet the minimum nutritional requirements established by the USDA. The Agency will include, as a part of this contract, menus for the nine-week program. The same menu will not be repeated within a seven-day period of program operation. No pork products shall be used in any meals unless previously approved by the City of Seattle. When pork items are approved, leftover items may be served the following day without menu notification.
3. All breakfasts, lunches and snacks furnished by the Agency will meet USDA requirements, as defined in the USDA 2018 Summer Food Service Program Nutrition Guideline Handbook:
<http://www.fns.usda.gov/cnd/summer/library/HandBooks/NutritionGuide.pdf>.
4. The Agency shall assume liability for meals that do not meet meal pattern requirements of the USDA, or are in such condition at the time of delivery through normal care and handling at the distribution sites, resulting in

spoiled or otherwise unwholesome meals when served and do not meet the requirements of USDA and this contract.

5. The City will notify the Agency within 48-72 hours when the City has become aware of a system-wide food or delivery problem.
6. City staff will make every reasonable effort to recognize patterns of excessive damaged meals on Meal Record Forms that are collected weekly in order to notify the Agency of the damage.
7. The Agency shall record the receipt of any federally donated commodities and federal program-paid labor and accrue the value of such commodities and labor to the improvement of the quality of the meals supplied.
8. The Agency shall meet local health and sanitation requirements.
9. Food Purchasing: In its procurement of food, the Agency shall adhere to USDA guidelines which specify that meats, eggs, dairy products, frozen foods, fresh fruits and vegetables, canned fruits and vegetables and all other food items shall be Grade A or Grade 1, or of comparable quality.
10. A meal will include:
 - a. A napkin;
 - b. Condiment packets such as, but not limited to: salad dressing, ketchup, or mustard, as appropriate to enhance the menu; and
 - c. Eating utensils (as required).
11. A meal item is to be individually packaged and wrapped in economical containers of ample size to include all daily requirements of meals per USDA requirements and guidelines. The milk may be packaged separately. Lids must be supplied for all meal items where fluid spillover may occur.
12. The Agency shall deliver meals to specified sites based on the weekly meal order provided by the City. The Agency shall allow the City to increase or decrease meal orders within the period of prior notice outlined in Exhibit A-1.
13. City staff will count meals and the Agency will provide a meal count at the food preparation site (Central Kitchen) prior to delivery.
14. There will be no acceptance or credit for returned and/or unused meals upon the food leaving the Central Kitchen. All drivers must count the meals before they leave the kitchen. Orders for breakfasts, lunches and snacks are filled and charged according to the numbers requested by City of Seattle in accordance with the timeline established in the contract.

15. Agency management personnel shall be available to thoroughly train Agency personnel for the project. The Agency shall provide and require its employees to possess food handler's permits, as required by law, and shall submit evidence of compliance with all health regulations.
16. The Agency shall maintain quality control inspection to check each meal for portion size, appearance, packaging, and quality of products.
17. Meals shall be kept at temperatures required by the Department of Health until delivered.
18. The City reserves the right to inspect the food preparation facilities at any time without notice during the contract period. Food preparation shall be conducted under conditions that meet King County Public Health Department health regulations. Food shall be prepared at the Central Kitchen, 2445 3rd Avenue South, Seattle, WA 98134, between June 26, 2018 and August 24, 2018. The Agency shall submit a copy of the most recent King County Public Health Department inspection report of the Central Kitchen to the City prior to the first day of meal service.

PERFORMANCE COMMITMENTS

By investing in Seattle School District #1's OSPI/USDA Summer Food Service Program, HSD expects to reduce hunger and improve nutrition through meal programs and food distribution by achieving the following performance commitments.

SIP Investment Area Number & Name:		<i>A3C: Children and Youth Summer Meal Program</i>
SIP Code	PERFORMANCE COMMITMENTS	
A3C1-O	4,700 unduplicated children and youth receive meals to meet their minimum nutritional needs.	
A3C2-M	262,500 meals are served.	
	Verification: Meal Record Forms and Delivery Route Sheets	

*Bolted performance commitments indicate contract payment points.

EXHIBIT A-2 PERFORMANCE STANDARDS

The Agency shall carry out this Agreement in accordance with the following performance standards:

1. The City's Program Specialist, Javier Pulido, or his successor, shall be the primary HSD contact with whom the Agency will communicate regarding the progress, performance, and achievement of the contract milestones and performance commitments.
2. Teresa Field, the Agency's lead program contact, is responsible for communicating with the City's Program Specialist regarding program progress and performance.
3. The Agency shall maintain timely and accurate records which reflect service levels, participant characteristics, specific actions taken to assist participants, service outcomes, and expenditures under the terms of this Agreement.
4. The Agency shall notify the City's Program Specialist of all staff changes affecting the program funded through this Agreement within seven (7) days of the resignation, firing or any other change. A plan for replacing the staff person including a timeline will be submitted to the City within fourteen (14) days of the resignation, firing or any other change. This will include the names of the staff involved in and/or impacted by staff changes.
5. The Agency shall not require individuals who are eligible for services under the terms of this Agreement to participate in other Agency services or programs as a prerequisite to receiving services under this Agreement.
6. The Agency shall provide information and referral to other appropriate agencies if clients cannot be served by the Agency.
7. The Agency shall establish and operate according to policies and procedures that align with expectations set forth by the City of Seattle as well as any other investor and/or authority or entity (i.e. State of Washington, King County, etc.).
8. The Agency is responsible for all performance standards and agreements under the most recently executed Master Agency Service Agreement with the City of Seattle Human Services Department.
9. The Agency shall identify the services as funded by the City of Seattle Human Services Department in all communication with members of the public and recipients of services. The Agency shall also post a notice to this effect in a prominent place at each Agency location where such services are provided.
10. The Agency shall maintain client grievance procedures, which include how participants will be informed of their rights to resolve grievances. The Agency shall maintain documentation of all grievances filed against the program including,

but not limited to, name of the person filing the grievance, date the grievance is filed, nature of the grievance, outcome of the grievance and the date of resolution..

11. The Agency shall work cooperatively with City staff to share free and reduced-price lunch income eligibility aggregate information by location for Seattle Public School children enrolled in Summer Food Service Program sites. Refer to: Memorandum of Understanding for Release of Students' Free and Reduced-Price Meal Eligibility Status Without Parent/Guardian Consent (**Attachment 3**).

EXHIBIT A-3 REPORTING REQUIREMENTS

REPORTING GUIDELINES

All reports shall be submitted by the appropriate deadlines. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved.

Before payment related to this Agreement can be released, the Agency must submit a fully completed Contract Payment Authorization Form with named individuals who are authorized to sign invoices for reimbursements on behalf of the Agency for this Agreement.

All reporting documents should be submitted to Javier Pulido, Youth and Family Empowerment; City of Seattle Human Services Department; 700 5th Avenue, Suite 5800; PO Box 34215; Seattle, WA 98124-4215.

REQUIRED MONTHLY REPORTS

1. The Contractor's Invoice Form (**Attachment 1**) shall be submitted by the **tenth** working day of the month for the previous calendar month. The Agency will submit one invoice with an original signature and one copy. The Agency also has the option of submitting one signed electronic invoice via email or fax to the City's Program Specialist.
2. A Monthly Status Report (**Attachment 2**) shall be submitted with each invoice. The Agency will submit one monthly report and one copy.
3. A copy of the Daily Records of Meals Distributed (**Attachment 2b – Snacks**) shall be submitted with each invoice.

REQUIRED ANNUAL REPORTS

The Year-End Expenditure Report (**Attachment 4**) shall be submitted by **October 31, 2019** detailing all expenses allocated to this program.

OTHER DOCUMENTATION REQUIRED

Additional data related to program performance or management will also be requested for auditing or evaluation purposes.

A copy of the most recent King County Public Health Department inspection report of the Agency's Central Kitchen shall be submitted prior to the first day of meal service.

**EXHIBIT B
BUDGET AND PAYMENT**

Funding for the OSPI/USDA Summer Food Service Program is made possible through revenue from the 2018 HSD General Fund, which includes revenue from the Sweetened Beverage Tax, and Summer Food Service Program-OSPI (CFDA #10.559). Budgeted funds may not be used for costs incurred prior to the beginning date of the term specified. Unspent funds from one grant period may not be carried forward to the subsequent grant period. Continued funding is contingent upon program performance and availability of funds. Changes to the unit rate for services may be made unilaterally by the City and without the need for further amendment of this Agreement. The Agency shall be notified in writing of any changes in the unit cost rates by the City of Seattle Human Services Department Director.

June 7, 2018 - October 1, 2018 BUDGET

Fund Source	June 7, 2018 - October 1, 2018
HSD General Fund	\$30,507.00
HSD General Fund Sweetened Beverage Tax	\$61,650.00
SFSP Summer Food Svc Program-OSPI (CFDA #10.559)	\$628,668.00
Total 2018 Budget	\$720,825.00

UNIT COST REIMBURSEMENT SCHEDULE

The City's compensation to the Agency will be based on the unit cost reimbursement schedule outlined below. Maximum reimbursable amounts are based on the total contract budget. Some rounding or adjustment may occur and in cases where the quantity multiplied by the compensation rate is greater than the maximum reimbursable amount, compensation shall not exceed the maximum reimbursable amount indicated.

Item	Contracted Quantity/ Unit	Compensation per Unit	Total Reimbursable Amount
Breakfasts	55,500	\$2.25	\$124,875.00
Lunches	150,000	\$3.65	\$547,500.00
Snacks	57,000	\$0.85	\$48,450.00
Maximum Compensation	262,500		\$720,825.00

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City of Seattle – Human Services Department
Contractor's Invoice Form – Unit Cost Reimbursement

1.

Program Specialist: Javier Pulido	Division: Youth and Family Empowerment	Phone: (206) 615-0997	Contract #: DA18-1049	Contract Period: 6/7/2018 - 10/1/2018	Invoice #:	Invoice Period:
Contractor's Name: Seattle School District #1		Contractor's Address: P.O. Box 34165 MS: 33-182 Seattle, WA 98124-1165		Program Name: OSPI/USDA Summer Food Service Program		Contact Person & Phone #: Teresa Fields (206) 252-0685

Quantity	Description	Rate	Total Cost
	Breakfasts	\$2.25	\$
	Lunches	\$3.65	\$
	Snacks	\$0.85	\$
Subtotal			\$
Deductions			\$
Net Amount of Request			\$

Fund Source & Amount	HSD General Fund and HSD General Fund Sweetened Beverage Tax	Summer Food Service Program-OSPI (CFDA# 10.559)	Total
HSD General Fund = \$92,157.00 SFSP Summer Food Service Program-OSPI = \$628,668.00			
Contract Budget	\$92,157.00	\$628,668.00	\$720,825.00
Less PREVIOUS Reimbursement			
Less Net Amount of This Request			
Equals Contract Balance			

INVOICE CERTIFICATION - I, the undersigned, do hereby certify under penalty of perjury under the laws of The State of Washington, to the best of my knowledge and belief after diligent inquiry, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against The City of Seattle, and that I am authorized to authenticate and certify to said claim.

Print Name: _____ Authorized Signature: _____ Date: _____

HSD Program Specialist Certification		HSD Finance Analyst Certification	
Signature: _____	Appropriation #: _____	Examiner's Signature: _____	
Date: _____	Amount to be Paid: _____	Date: _____	

SUMMER FOOD SERVICE PROGRAM

Daily Record of Meal Distributed (snacks)

Counted before delivery at Seattle Public Schools Food Service Kitchen

Week: _____ City of Seattle, HSD
 Summer Food Service Program

COPIES: Original to SPS for Attachment to billing
 Copy #1 to SPS for their records
 Copy #2 to agent of City for City's records

Date:			
Route or Agency Name	Number of snacks	Driver's Signature	Kitchen Signature
Totals:			

Date:				Date:			
Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature	Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature
Totals:							

Date:				Date:			
Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature	Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature
Totals:							

Memo of Understanding for Release of Student’s Free and Reduced-Price Meal Eligibility Status without Parent/Guardian Consent

This memo of understanding is between The Seattle School District #1, an agency that makes free and reduced-price meal or free milk eligibility, and the City of Seattle, the agency participating in the Summer Food Service Program, for the purpose of transferring child eligibility information in accordance with the National School Lunch Act (NSLA).

The District will provide aggregate information on free/reduced-price eligibility by location upon request from the City of Seattle.

We the undersigned agree to the foregoing terms and conditions:

Seattle School District #1

City of Seattle,
Human Services Department

Recipient Agency

Determining Agency

Signature, Authorized Representative

Signature, Authorized Representative

Larry Nyland, Superintendent
Seattle School District #1

Jason Johnson, Interim Director
Human Services Department

Name and Title of Authorized Representative

Name and Title of Authorized Representative

Date

Date

City of Seattle – Human Services Department
 700 5th Ave, Suite 5800, PO Box 34215
 Seattle, Washington 98124-4215

YEAR-END EXPENDITURE REPORT

(Report Template to be sent to Agency in Excel by the Program Specialist)

Agency Name:		Date:	
Contract # and Reporting Period:		Program:	
Person Completing Form & Title:		Phone Number:	

Instructions:

1. List the total receipts/reimbursement under the contract.
2. List actual expenditures of contract funds by fund source and major cost category.
3. Answer the question below regarding projected excess payment (described in Section 210 of the contract).
4. Provide an explanation of why there is excess payment, if applicable.
5. Sign the report (must be signed by an authorized signer) and submit to the contract Program Specialist by the deadline indicated in Exhibit A-3.

Amount by Fund Source				
				Total Project
TOTAL REIMBURSEMENTS FROM HSD				\$0.00

ITEM	Amount by Fund Source				Total Project
1000: PERSONNEL SERVICES					\$0.00
2000: SUPPLIES					\$0.00
3000 - 4000: OTHER SERVICES & CHARGES*					\$0.00
4999: ADMINISTRATIVE COSTS/INDIRECT COSTS					\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

REIMBURSEMENTS LESS EXPENDITURES (Excess Payment) **\$0.00**

* Includes expenses paid to subcontracts with individuals or agencies to perform specified work regarding this program.

Do reimbursements exceed actual expenditures by more than 10% or more than \$10,000 at year end?

Yes No

If yes, provide a narrative explanation for this variance from the negotiated contract budget:

AGENCY CERTIFICATION - I, the undersigned, do hereby certify under penalty of perjury under the laws of The State of Washington, to the best of my knowledge and belief after diligent inquiry, that the expenditure information provided is accurate as described herein, and that I am authorized to authenticate and certify the information.

 Print Name Authorized Signature Date

Program Specialist Reviewed by:

 Print Name Signature Date